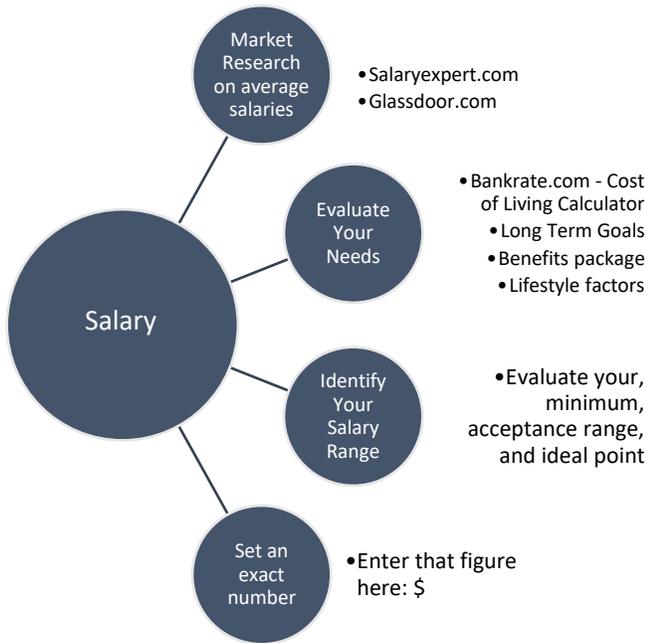




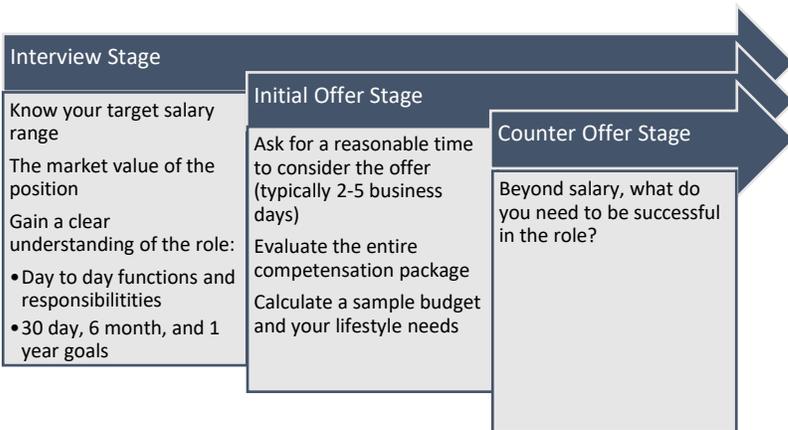
### WHAT IS NEGOTIATION?

Negotiating salary and benefits is simply the discussion of a job offer. While some may find salary negotiations to be intimidating, it does not have to be. You and the potential employer are on the same side. It is important to consider all parts of the compensation package when evaluating a job offer, including but not limited to salary, benefits, relocation, opportunities for advancement, and continuing education.

### ORGANIZE YOUR THOUGHTS



### What are your lifestyle and professional needs?



### KEY CONSIDERATIONS

1. What are your priorities?
2. Where is the organization located?
3. What are your needs (benefits, lifestyle, work environment)?
4. Is the position your 1st, 2nd or 3rd choice?
5. Will this decision impact family?
6. What is the cost of living in this location?
7. Does the location fit your desired lifestyle?
8. How does this position align with your long term goals?(opportunities for advancement or professional development)



**COMMUNICATION TEMPLATES FOR EMAIL OR PHONE CONVERSATIONS**

|               | <b>Asking for More Time</b>  | <b>Making a Counter Offer</b>  |
|---------------|--|--|
| <b>Verbal</b> | Thank you so much for the offer; I am truly excited about the position. Do you mind if I take a couple of days to consider your offer? What is a timeline you are comfortable with?  | Based on my understanding of the role and my research, I think \$_ is a place I am more comfortable with.  |
| <b>Email</b>  | <p>Dear ____,</p> <ul style="list-style-type: none"> <li>• Thank you for offering me the position of [your position title] at [company name]. Detail what makes you excited about the role</li> <li>• I feel confident I will make a significant contribution to [restate role priorities from the interview].</li> <li>• I will take time to review your offer, and get back to you in __ days.</li> </ul> <p>Kind regards,<br/>Your Name</p> | <p>Dear ____,</p> <ul style="list-style-type: none"> <li>• <b>Introduction:</b> After careful review of your offer, I am very excited about this opportunity. However, I would like to discuss the salary component further.</li> <li>• <b>Summary of your contributions that merit a higher salary:</b> “I know I would be a great fit for the position because of [how you can add value]. Detail three to six ways you can make immediate and long-term contributions to the role.”</li> <li>• <b>Confirm the original offer:</b> restate the verbal or written offer as a formality to set the stage for your counter offer</li> <li>• <b>State your counter offer:</b> “Based on my research, I would be more comfortable if we could settle on \$__ as it more accurately reflects the value and expectations of this position”</li> <li>• <b>Wrap-Up:</b> Restate your interest and fit in the role. “Thank you for your time and please let me know what the next steps are.”</li> </ul> <p>Thank you,<br/>Your Name</p> |

**WRITE YOUR TALKING POINTS**



**Role Play (Adapted from: Forbes)**

**Interviewer Name:** Interviewer Name

**Candidate:** Hi [Recruiter Name]! It's [Candidate name]. How are you today?

**Interviewer Name:** I am good; it has been a busy day. Did you get the offer letter?

**Candidate:** I did! Thank you very much for that.

**Interviewer Name:** Have you had a chance to look it over?

**Candidate:** Yes, I did and I wanted to chat with you about it.

**Interviewer Name:** Sure.

**Candidate:** First of all, thank you so much for the offer. I'm very excited to join your team and get going. However, we're a little ways apart on salary. Could we talk about that for a moment?

**Interviewer Name (warily):** Yes, but I do not know how much more I can do.

**Candidate:** Based on my understanding of the role, I think \$\_ is a place I am more comfortable with.

**Interviewer Name:** Let me see what I can do.

**Candidate:** Thank you. I am excited about this opportunity and I am looking forward to arriving at an agreement and setting a start date.

**ORGANIZATION COUNTERS OFFER**

**Interviewer Name:** Hmm. Well, obviously I really want you on our team. It is just that when we looked at the budget, we thought [\$ AMOUNT LOWER THAN THE STUDENT'S COUNTER OFFER] would be a good starting point.

**Candidate:** I completely understand. However, based on my market research the value of this position coupled with my qualifications, and the responsibilities and goals of this position what do you think about [LOWER \$ DOLLAR AMOUNT FROM SALARY RANGE AND DISCUSS OTHER BENEFITS IF THEY ARE OF INTEREST]

**Interviewer Name:** Let me see what I can do.

**FINAL COUNTER OFFER**

**Interviewer Name:** After reviewing your offer with my supervisor and the team lead, we are firm on this final offer of [\$ dollar amount and benefits package].

**Candidate:** [evaluate acceptance based on your previously identified salary range and other factors of importance]. Make sure the agreeable terms are in writing.

**Accepting an Offer**

|   |   |   |
|---|---|---|
| <b>Greenlight:</b> Accept verbally and in writing | <b>Yellow light (good fit, but lower salary point):</b> Accept and ask if there is a salary review period | <b>Red Light: Decline the offer.</b> Thank them, but unfortunately, you must decline. Remain positive and professional. |
|---|---|---|



## Resources for Salary Negotiation

- **Cost of living**
  - <http://money.cnn.com/calculator/pf/cost-of-living/index.html>
  - <https://www.bankrate.com/calculators/savings/moving-cost-of-living-calculator.aspx>
- **Budgeting**
  - <https://www.nerdwallet.com/blog/finance/nerdwallet-budget-calculator/>
  - <https://www.mint.com/>
- **Wages and Market Rate**
  - [Salary.com](http://Salary.com)
  - [Glassdoor.com](http://Glassdoor.com)
  - [PayScale.com](http://PayScale.com)
  - State Labor Market Statistics ([Florida](#))
  - [Career One Stop Salary and Wages Toolkit](#)
    - Local Wages
    - Metro Wages
    - Salary Finder
- **Industry Research**
  - <http://www.vault.com/industries-professions/explore-industries>
  - <https://www.careeronestop.org/ExploreCareers/explore-careers.aspx>
  - Government Jobs: [opm.org](http://opm.org), pay and leave section